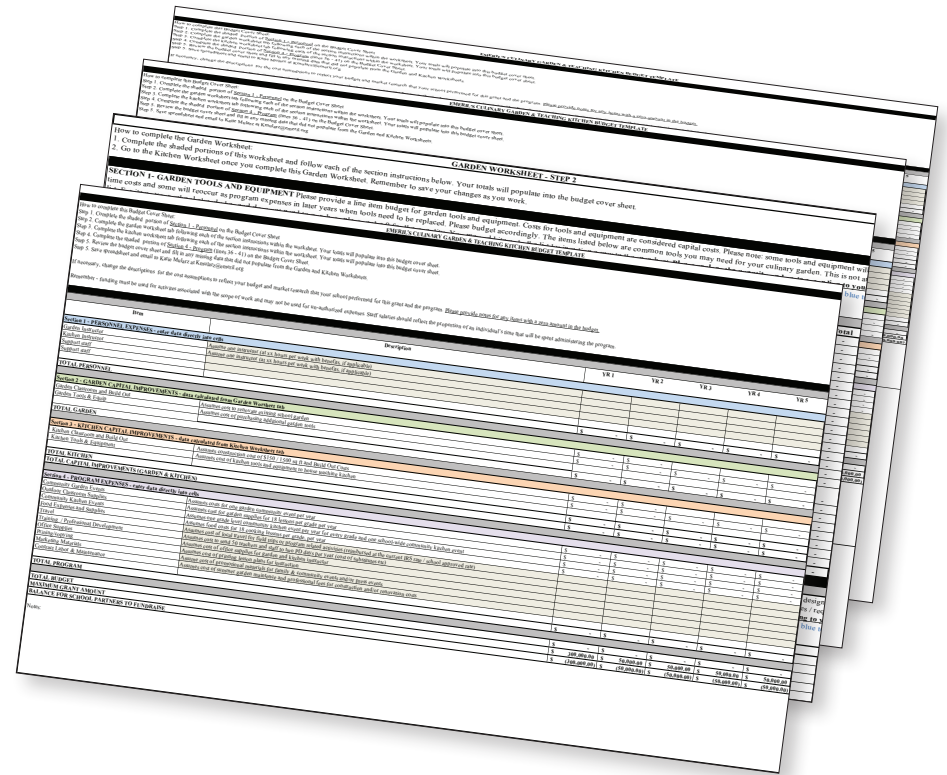


HOW TO USE THE SCHOOL PARTNER BUDGET TEMPLATE:

The School Partner Budget Template is the excel spreadsheet budgeting tool provided to schools during the application process to help project expenses associated with implementing Emeril's Culinary Garden & Teaching Kitchen. The School Partner Budget Template includes the following worksheet tabs:

- **Overview:** An overview of how to complete the Budget Template, what are considered allowable costs and helpful information for completing the budget.
- **Budget Cover Sheet:** A 5 year budget for school partners
- **Garden Worksheet:** A budgeting tool for school gardens that lists sample items for capital and program expenses.
- **Kitchen Worksheet:** A budgeting tool for teaching kitchens that lists sample items for capital and program expenses.
- **Budget Report:** A report form to compare your annual program budget to actual expenses. This reporting form should be submitted every year with the School Partner Report Card.



BUDGET REPORT

At the end of every school year, use the budget template to report on all project activities completed to date with Emeril's Culinary Garden & Teaching Kitchen grant funds, and compare actual expenditures of foundation funds to your approved project budget. Please indicate any amount of grant funds that remain unspent at the end of the reporting period. If you have questions about how to complete the Budget Template and Budget Report, please contact the foundation program manager at 504-212-2222 or programs@emeril.org

Remember—funding must be used for activities associated with your scope of work and may not be used for un-authorized expenses. Staff salaries should reflect the proportion of an individual's time that will be spent administering the program.